



Fauquier County Department of Community Development  
29 Ashby Street, Suite 310  
Warrenton, VA. 20186  
(540) 347-8660 FAX (540) 347-2043



[www.fauquiercounty.gov](http://www.fauquiercounty.gov)

## PRE-APPLICATION CHECKLIST

1. Discuss Proposal with the appropriate Community Development Staff member:
  - Comprehensive Plan Amendment – Kimberly Abe – 540-347-8703
  - Site Plans – Doug Morgan – 540-347-8789
  - Special Exceptions/Rezoning: Residential – Melissa Dargis – 540-347-8703  
Non-Residential – Holly Meade – 540-347-8703
  - Subdivision/Infrastructure & Construction Plans – Holly Meade/Bonnie Bogert – 540-347-8703
2. Fill out the Pre-Application Form located on our website, [www.fauquiercounty.gov](http://www.fauquiercounty.gov) in the Community Development Section of Government under "Forms and Information".
3. Concept Plan Submission.

### Required:

- Application Form.
- 12 copies of a Concept Plan showing the generalized layout of the proposed development, including lots and/or buildings, anticipated use, access points, open space areas, off-street parking, improvements to existing streets, stormwater areas and similar information. The Plan shall also include:
  - ✓ Date of plan and north arrow.
  - ✓ Current use of project parcel(s) and adjacent parcels.
  - ✓ Total project site acreage.
  - ✓ The Concept Plan should be no larger than 24" x 36" and use a standard engineering scale between 1" = 10' and 1" = 200'.

The amount of information needed will depend on the scope of the project. Engineered plans are not expected at this stage and the information should derive from existing data sources such as the County GIS system and existing surveys.

### Recommended:

- Please include as much of the following information as possible. The more information that is provided, the better able Staff will be to identify issues and problem areas. If you have any questions or need help in obtaining information, please call Community Development Staff.
  - ✓ Topographic contours with intervals no greater than 5 feet.
  - ✓ Existing drainage facilities, including major culverts, ponds and streams.
  - ✓ Location of all existing situations and buildings on the site.
  - ✓ All existing restrictions on the use of the land, including easements and covenants.
  - ✓ Soil information from County maps.
- 4. Mail or deliver the above items to: Dawn Kach, Community Development, 29 Ashby Street, Suite 310, Warrenton, VA 20186 by 4:00 p.m. on the Monday, one week prior to the requested meeting date.
- 5. Community Development Staff will then email or call the Applicant to coordinate the Pre-Application Meeting with all of the appropriate staff members.